



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P. O. BOX 452001
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StaO 5090.3

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13 DEC 2007

STATION ORDER 5090.3

From: Commanding Officer
To: Distribution List

Subj: COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION
PROGRAM (CETEP) PLAN

Ref: (a) MCO P5090.2A

Encl: (1) CETEP Plan

1. Situation. To implement the Marine Corps Comprehensive Environmental Training and Education Program (CETEP) for Marine Corps Air Station Miramar.

2. Mission. To ensure Marine Corps Air Station Miramar (MCAS) personnel receive environmental training, instruction, and information required by the reference.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To develop, maintain, and implement a CETEP Plan that addresses environmental training requirements. Personnel shall actively support, implement, and manage the CETEP per policies, procedures, and guidance set forth in the reference and this Order.

(2) Concept of Operations. The Comprehensive Environmental Training and Education Program (CETEP) Plan documents and describes decisions made to ensure appropriate environmental training and information are provided to all targeted personnel. The CETEP Plan provides a detailed description of the impact of environmental training and requirements for the station; and programs and procedures established to address overall Marine Corps readiness, pollution prevention, quality of life, and environmental compliance goals. The CETEP Plan implements requirements established by reference (a). The CETEP Plan is organized into eight separate sections.

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b. Coordinating Instructions

(1) Comply with applicable environmental training and education standards.

(2) The Environmental Management Officer will assign a CETEP coordinator within the Environmental Management Department to develop, maintain, and implement a CETEP Plan to meet program requirements.

4. Administration and Logistics

a. This Order is issued under distribution Statement A and is published electronically. It can be accessed online via the MCAS Miramar Web page at <http://intranet.miramar.usmc.mil/s1/>.

5. Command and Signal

a. Command. This Order is applicable to personnel assigned to Marine Corps Air Station Miramar.

b. Signal. This Order is effective the date signed.


C. E. O'CONNOR

DISTRIBUTION: A

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ACRONYMS

CAA.....Clean Air Act
 CETEP.....Comprehensive Environmental Training and Education
 Program
 CFR.....Code of Federal Regulation
 CG/CO.....Commanding General/Commanding Officer
 CMC (LF).....Commandant of the Marine Corps (Facilities and
 Services Division)
 CWA.....Clean Water Act
 DoD.....Department of Defense
 DoN.....Department of the Navy
 DoT.....Department of Transportation
 ECE.....Environmental Compliance Evaluation
 ECPSOP.....Environmental Compliance & Protection Standard
 Operating Procedures
 EMD.....Environmental Management Department
 EMS.....Environmental Management System
 EPCRA.....Emergency Planning & Community Right-to-Know Act
 HAZWOPER.....Hazardous Waste Operations and Emergency Response
 HQMC.....Headquarters Marine Corps
 HM.....Hazardous Material
 HW.....Hazardous Waste
 IGMC.....Inspector General Marine Corps
 ISEERB.....Inter-Service Environmental Education Review Board
 LCP.....Local Command Procedure
 MCCS.....Marine Corps Community Services
 MCO.....Marine Corps Order
 MOS.....Military Occupational Specialist
 NEC.....Navy Enlisted Code
 NEPA.....National Environmental Policy Act
 NPDES.....National Pollution Discharge Elimination System
 OPNAVINST.....Office of the Chief of Naval Operations
 Instruction
 OSHA.....Occupational Safety and Health Administration
 P2.....Pollution Prevention
 POA&M.....Plan Of Action & Milestones
 RCRA.....Resource Conservation & Recovery Act
 SARA.....Superfund Amendments & Reauthorization Act
 SAS.....Satellite Accumulation Site
 SAT.....Systems Approach to Training

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ACRONYMS

SDWA.....Safe Drinking Water Act
SES.....Senior Executive Service
SOP.....Standard Operating Procedures
TQL.....Total Quality Leadership
USMC.....United States Marine Corps

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CHAPTER 1

COMPREHENSIVE ENVIRONMENTAL TRAINING AND EDUCATION PROGRAM PLAN

1. Purpose. This plan establishes a planning and management tool for the development and maintenance of the Comprehensive Environmental Training and Education Program (CETEP) at Marine Corps Air Station (MCAS) Miramar as implemented by the Environmental Management Department (EMD). The Plan will document provisions established and progress made toward achieving and/or sustaining the Marine Corps environmental training goals.

2. Applicability. This plan applies to MCAS Miramar active and reserve detachments, units and tenant commands.

3. Federal and State Statutes. The Federal and State statutes listed below contain or invoke training requirements that have a significant impact on Marine Corps personnel:

- a. Clean Air Act (CAA).
- b. Clean Water Act (CWA).
- c. Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA) Title III.
- d. Endangered Species Act.
- e. Federal Facilities Compliance Act.
- f. Federal Insecticide, Fungicide, and Rodenticide Act.
- g. Hazardous Material Transportation Uniform Safety Act.
- h. National Environmental Policy Act (NEPA).
- i. Occupational Safety and Health Act (OSHA).
- j. Resource Conservation and Recovery Act (RCRA) and the Hazardous and Solid Waste Amendments.

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- k. Safe Drinking Water Act.
- l. California Hazardous Waste Control Act.
- m. California Health and Safety Code.

4. Hazardous Waste Officer/Hazardous Waste Coordinator Billets.

The Hazardous Waste Officer (HWO) and Hazardous Waste Coordinator (HWC) billets are the environmental program representatives for individual units aboard MCAS Miramar and play an integral CETEP role. The HWO and HWC support CETEP goals by promoting environmental program compliance and awareness within their units.

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Chapter 2

Training Needs Analysis

1. Needs Assessment Process. In December 1999, the MCAS Miramar Training Needs Analysis Action Plan was initially published detailing the organization, action, and milestones for the training needs assessment (Chapter 2).

2. Pertinent Demographic Information

a. MCAS Miramar Organization/Tenants. Within the boundaries of MCAS Miramar there are approximately 1,600 civilian employees and 9,000 military personnel. There are approximately 1,600 military dependents living in Navy on-base housing. These numbers total 11,140 persons who live or operate within the fence line of MCAS Miramar on a regular basis. Of this number, all may be subject to one or more environmental training requirements as defined within the scope of CETEP. The CETEP encompasses the station activities and tenant commands operating or residing within station's boundaries.

b. Populations Assigned to Housing. MCAS Miramar housing is Navy owned and contractor operated and serves the housing needs for Navy and Marine Corps personnel assigned to military installations in the greater San Diego area. Along with the existing 446 units, the current housing project has 77 new units being constructed, for a total 523 military housing units aboard MCAS Miramar.

c. Installation Schools. MCAS Miramar has a Navy operated pre-school/day care center that enrolls toddlers up to the age of four. Other than military school houses, there are no DoD or community schools aboard the station.

d. Local Community Populations. MCAS Miramar is located entirely within the City of San Diego in the County of San Diego, CA. The 2006 census population estimates for the County of San Diego is 2,941,454.

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e. Established Table of Organization. The tables of organization for MCAS Miramar and tenant commands are located on the station website: <http://www.miramar.usmc.mil/home.htm>.

f. Routine Visiting Units. Military and civilian activities routinely visit MCAS Miramar for training or support services such as the use of our runways and airspace, flight simulators, small arms ranges, NBC facility, the annual air show, and other training areas located in East Miramar.

3. Significant Environmental Characteristics and Requirements

a. General Scope. MCAS Miramar's mission is to maintain and operate facilities and provide services and materials to support the operations of 3d Marine Aircraft Wing (MAW) and other tenant commands.

b. Status of Pertinent Permits. MCAS Miramar maintains environmental permits by statute in the following numbers and types:

Table 2-1

Environmental Permits by Statute

Statute	Regulation	Type of Permit	Qty
Clean Air Act	40 CFR 50-99	Various Equipment	105
Clean Water Act	40 CFR 35	Storm Water Discharge	1
		Industrial Wastewater Discharge	1
		Food Establishment Wastewater Discharge	18
CA Health & Safety Code	Title 22 CCR	Hazardous Waste Sites	51
		Underground Storage Tanks (UST)	6
Migratory Bird Treaty Act	50 CFR 13	Migratory Bird Permit	1

c. Relevant Plans and Directives. The following plans and local directives apply:

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- (1) Oil and Hazardous Substances Spill Contingency Plan.
- (2) Spill Prevention, Control, and Countermeasure Plan.
- (3) Pollution Prevention Plan.
- (4) Facilities Master Management Plan.
- (5) Hazardous Waste Management Plan.
- (6) Storm Water Management Plan.
- (7) Air Quality Management Plan.
- (8) Station Safety Order.
- (9) Asbestos Management Program.
- (10) Solid Waste (Non Hazardous) Recyclable Materials Program/Qualified Recycling Program.
- (11) Pesticide Management Plan.
- (12) Underground Storage Tank Management Plan.
- (13) Integrated Natural Resources Management Plan.
- (14) Integrated Cultural Resources Management Plan.

d. Number and Type of Hazardous Waste Streams. There are approximately 14 major waste streams on MCAS Miramar producing varying amounts of regulated hazardous waste, universal waste, and special wastes. Waste stream disposal is primarily through the Navy Facilities Engineering Command Southwest (NAVFAC SW) contractor though other waste disposal vendors are used. The following is a list of major waste streams:

- (1) Waste POL (Petroleum Oil and Lubricants).
- (2) Used Oil and Fuel Filters.
- (3) Used Absorbents.

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- (4) Lint-Free Rags.
- (5) Lead-Acid Batteries.
- (6) Universal Waste Batteries.
- (7) Universal Lamps (Fluorescent Tubes).
- (8) Waste Paint and Solvents.
- (9) Used Tires.
- (10) Electronic Waste.
- (11) Treated Wood Waste.
- (12) Expired Shelf-Life (possibly any hazardous material).
- (13) Spill Clean Up Debris.
- (14) Oil/Water Separator Sludge.

e. Collection Sites. MCAS Miramar Station and tenant activities operate 51 waste accumulation sites that are permitted by the County of San Diego Department of Environmental Health and approximately 25 authorized satellite accumulation areas.

f. Installation Restoration (IR) Sites. There are 18 CERCLA (under the Munitions Response Program and Installation Restoration Program) sites scattered across the installation. Currently, 10 sites have been closed and 8 remain open, four of which are being investigated.

g. Treatment Plants. MCAS Miramar does not own or operate a waste water treatment plant

h. Emission Requirements. State of California and County of San Diego air permit regulations are found in the San Diego Air Pollution Control District Rules and Regulations.

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i. Unique Local Requirements. State of California environmental regulations require personnel affected by the unit's HM/HW handling and emergency response actions to have specific annual training on the Hazardous Material Business Plan training topics.

j. Applicable Environmental Training Requirements. The following list of significant environmental training requirements are grouped under the three major CETEP components as specified in MCO P5090.2A:

(1) CETEP Environmental General Awareness Component.

- (a) Environmental Management System/Pollution.
- (b) Prevention/Compliance General Awareness.
- (c) Environmental Public Outreach Events.
- (d) Welcome Aboard Briefings.

(2) CETEP Job-Specific Requirements/Necessary Training Component.

- (a) Asbestos-29 CFR 1910.1200; 40 CFR 763.
- (b) CETEP Coordinator--MCO P5090.2A.
- (c) Clean Air-40 CFR 82.
- (d) Clean Water-40 CFR 35.
- (e) Hazardous Waste Coordinators-CA Health and Safety Code, Hazardous Waste Management Plan.
- (f) Federal Insecticide, Fungicide, and Rodenticide Act-40 CFR 170.
- (g) Hazardous Material Transportation-49 CFR 172.
- (h) MOS 8831 Marine Corps Hazardous Material/Hazardous Waste Officer-MCO P1200.7 & P5090.2A (Navy equivalent:

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NEC 9595-OPNAVINST 5100.19D).

- (i) NEPA-40 CFR 1500.
- (j) OSHA-29 CFR 1910.
- (k) Hazard Communication Standard.
- (l) RCRA-40 CFR.
- (m) Hazardous Waste Large Quantity Generator-
40 CFR 262.
- (n) Spill Prevention, Control and Countermeasure
Plan-40 CFR 112.
- (o) Safe Drinking Water-40 CFR 141.
- (p) SARA-29 CFR 1910.
- (q) Installation Restoration.
- (r) Hazardous Waste Operations & Emergency Response.
- (3) CO and Department Head Information Component.
 - (a) In-briefing CO and Department Heads-MCO P5090.2A.
 - (b) Visiting unit commanders-MCO P5090.2A.

4. Quantified Environmental Training Needs. Quantified training needs of civilian and military personnel are represented in Table 2-2.

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Table 2-2

Course Description

COURSE	DESCRIPTION	RESOURCES	# of Personnel
Welcome Aboard Brief one time requirement	A 20-minute overview of environmental programs and services presented at the Joint Reception Center. Topics include EMD, EMS, HW, recycling, storm water, air quality, and natural/cultural resources aboard the base.	EMD Staff 4 labor hours/year (.3 hours x 12 months)	Total: 400
24-Hour Hazardous Waste Coordinator Course one time requirement	A 3-day course designed for military and civilian personnel assigned to the Hazardous Waste Coordinator billet to perform their duties safely and in compliance with applicable laws and regulations. Training includes EMS, HM/HW management, emergency spill response operations level; air quality, natural and cultural resources, recycling, P2, oil water separators, storm water, and spill prevention. Fulfills most MOS 8056 requirements. Certification is valid for 1 year.	EMD Staff 120 labor hours/year (24 hours x 5/year)	Total: 200

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COURSE	DESCRIPTION	RESOURCES	# of Personnel
8-Hour Hazardous Waste Coordinator Course annual requirement	A 8-hour course for HWCs required refresher training on environmental issues specifically on areas of EMS, hazardous materials, hazardous waste, and waste site management, and P2.	EMD Staff 32 labor hours /year (8 hours x 4/year)	Total: 60
Senior Leaders' Environmental Awareness Brief one time requirement	A senior leadership briefing of MCAS Miramar environmental issues to include: EMS, pollution prevention, program compliance, and natural/cultural resources.	EMD Staff Total: (as required)	Total: TBD
Defense Hazardous Material/Waste Handling Course	A 3-day course provides information to personnel who generate hazardous waste and how to perform their duties safely and in compliance with legal and Navy policy standards. Training includes hazardous material recognition and identification, safety for each HM employee, and emergency spill response awareness level in case one witnesses a release of a hazardous substance. Fulfills most MOS 8056 requirements. Certification is valid for 1 year.	HQMC funds one class per year (ALMC or CECOS)	Total: 40

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COURSE	DESCRIPTION	RESOURCES	# of Personnel
Hazardous Material Control & Management Technician & Annual Refresher Annual Requirement	This course provides afloat military HM technicians to safely handle, use, store, dispose, transfer and offload HM/HW. Includes procurement, handling, storage, and disposal of HM/HW, and inspection of storage locations. Interpret Material Safety Data Sheets and how to provide hazard-specific training in accordance with 29 CFR 1910. Completion of this course satisfies the SNEC 9595. Certification is valid for 1 year.	DON funds one class per year via the NAVOSH Training Center	Total: Quotas controlled by NAVOSH
Hazard Communication (HAZCOM) Initial & Annual Refresher	This safety course teaches military and civilian personnel about the hazardous properties of chemicals to include flammability, combustibility, toxicity, pH, radioactivity, and reactivity with other chemicals. The course then focuses on how chemicals can enter the human body, and how we can protect ourselves from the harmful effects of chemical exposure. Students learn how to read and interpret a MSDS. Safety Office manages this program.	Safety Office Staff Total: 48 hours/year (4 labor hours x 12 months)	Total: TBD

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Chapter 3

CETEP Development1. Environmental General Awareness

a. General. Dynamic and ever changing, the aim of the Environmental General Awareness Program is to provide information and education concerning environmental programs and policies established aboard MCAS Miramar. The program also provides general information on environmental responsibilities as delineated in Federal and California regulations. The MCAS Miramar EMD website and EMS provides general environmental program awareness training and information for the target population. At the unit level the HWO and HWC promote environmental awareness equal to job functions performed and compliance of local procedures.

b. Target Population. The Environmental General Awareness Program's target population is the 9,000 military personnel; 1,600 civilian employees; and the approximately 1600 military dependents identified in the Environmental Training Needs Assessment, who live, work, and operate in any capacity aboard MCAS Miramar.

c. Implementation Strategy. Environmental general awareness information is provided in briefings, such as the Welcome Aboard Briefing mandatory for Marines and Sailors (E-5 and below, optional for E-6 and above); the Housing Environmental Fact Sheet given to those residing in station housing; MCAS Miramar Website and the EMD's EMS; and other sources such as the Natural Resources Pamphlet, and Station newspaper articles.

(1) Welcome Aboard Brief. The Joint Reception Center (JRC) facilitates monthly Welcome Aboard Briefings (WAB) for enlisted personnel newly assigned to MCAS Miramar. The EMD is presented to new joins as an environmental program overview. The presentation includes the EMD mission, the EMS, environmental policies, and recycling programs. The EMD presentation distinguishes between general Marine Corps policies and those specific to MCAS Miramar.

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(2) Station Residents. Upon assignment to housing, personnel are given an environmental fact sheet containing information concerning:

- (a) Household hazardous waste.
- (b) Policy for maintenance of vehicles including oil changes.
- (c) Curbside recycling.
- (d) Lead paint.
- (e) Solid Waste Disposal (yard trimmings, appliances, furniture).
- (f) Pesticide use.
- (g) Watering restrictions (including car washing) EMD website.
- (h) Other information as appropriate will be added as necessary.

(3) Other Visitors. Visitors to MCAS Miramar come to the base for a myriad of reasons. Several methods will be used to convey environmental compliance and conservation. Signs throughout the base are reminders to conserve precious resources, recycle, etc. Those visitors whose business requires extended stays and assignment to temporary quarters aboard the base will be provided environmental general awareness information from the base housing orientation office that includes:

- (a) Hazardous waste.
- (b) Policy for maintenance of vehicles including oil changes.
- (c) Curbside recycling.
- (d) Lead paint.

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(e) Solid Waste Disposal (yard trimmings, appliances, furniture).

(f) Pesticide use.

(g) Watering restrictions (including car washing).

(h) Energy usage and conservation.

(i) Other appropriate information will be added as necessary.

(4) Contractors. Contractors provide numerous services aboard MCAS Miramar. Generally, the contracted company is responsible for compliance with applicable Federal, State, and local laws and regulations. The contract manager overseeing the work performed shall brief the contractor on pertinent environmental policies such as recycling, pollution prevention, air quality, spill prevention, and waste management. Contract managers also receive awareness training on environmental programs applicable to their contract management duties.

(5) Awareness Updates. Once military personnel, civil service employees, and family members have had their initial environmental general awareness training, a requirement exists to update them with new or changing information pertinent to environmental programs. The Environmental Awareness Program will utilize a broad based, multi-media approach to disseminate the required information to the MCAS Miramar community. The Environmental Awareness Program will be updated as necessary via the EMD website, the EMS, the station newspaper, and e-mails.

(6) In addition to the above mentioned broad-based environmental general awareness efforts, the following environmental programs have on-going, environmental awareness components:

(a) Asbestos Program.

(b) Yearly program updates presented to building owners.

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(c) Fact sheets sent to all base organizations via distribution list.

(d) Lead Based Paint Program.

(e) Lead Based Paint Program Fact Sheets included in Base Housing Information Packets.

(f) Water Quality Program.

(g) Consumer Confidence Report (Annual Water Quality Report for drinking water) posted on the EMS website and distributed to housing residents.

(h) Annual Storm Water Monitoring Report for Industrial Activities posted on the EMS website.

(7) Quality Assurance. All environmental general awareness initiatives will be documented and systematically evaluated by the program managers or subject matter experts to ensure their validity and effectiveness.

2. Environmental Public Outreach

a. General. The purpose of the Environmental Public Outreach Program is to provide members of the general public (City of San Diego and San Diego County) with information about environmental programs, projects and policies sponsored by MCAS Miramar. The overall goal of this component is to foster a positive image of the Marine Corps and MCAS Miramar with the surrounding community and encourage their support and cooperation relative to installation activities.

b. Target Population. The target population for the Environmental Public Outreach Program includes the greater City of San Diego and County of San Diego area with a 2006 census population estimate of approximately 2,941,454.

c. Implementation Strategy. The MCAS Miramar Environmental Public Outreach Program will make full use of the MCAS Miramar website, community partnerships, civic organizations, and community special events to provide the general public information concerning MCAS Miramar environmental programs.

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(1) Community Partners within the San Diego County community and specific organizations and entities potentially affected by specific environmental programs and projects sponsored by the Station. Such groups may include but are not limited to: San Diego Sierra Club Chapter, San Diego Canyon Coalition, Rose Canyon Watershed Alliance, Project Wildlife, San Diego Archaeological Center, and the San Diego Natural History Museum.

(2) To inform and involve the surrounding community in various environmental programs aboard the station, the EMD, through the CETEP Coordinator and PAO, will make full use of local communications and media resources. These include local newspapers, the station newspaper, the MCAS Miramar website, and HQMC sponsored events.

(3) The Qualified Recycling Program (QRP) takes the lead on the MCAS Miramar's Earth Day commemoration by hosting an Earth Day 5k Fun Run that includes a booth that provides recycling literature and free t-shirts with an Earth Day message to participants. In addition, QRP personnel staff an information booth at the Commissary/Main Exchange area that provides recycling information pamphlets and literature and freebies.

3. Plan Of Action & Milestones (POA&M)

a. Training. Explicit training and information requirements from applicable laws and regulations are outlined in the Training Needs Analysis maintained by the CETEP Coordinator. Implicit training and information requirements have not been quantified for MCAS Miramar. The CETEP Coordinator will commission a Supplemental Environmental Training Needs Analysis with the express focus of identifying implicit training and information requirements. The results of the analysis will be used to produce a POA&M for accomplishing implicit training.

b. Implementation Strategy. Environmental general awareness information is provided in briefings, such as the Welcome Aboard Briefing mandatory for Marines and Sailors (E-5 and below, optional for E-6 and above) checking aboard MCAS

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Miramar; the Housing Environmental Fact Sheet given to those residing in station housing; MCAS Miramar website and the EMS; and other sources such as the Natural Resources Pamphlet, and newspaper articles featured in the Station newspaper.

4. Environmental Job Specific and Necessary Training

a. General. This CETEP component focuses on personnel assigned environmental job responsibilities and/or personnel subject to specific environmental training requirements due to conditions in their work sites. Implementation of the strategies outlined in this section will ensure that all such personnel are identified and promptly provided with relevant and high quality training. The MCAS Miramar 24-Hour Hazardous Waste Coordinator Course, 8-Hour Refresher, Environmental Standard Operating Procedures (ESOP), and out sourced trainings will play an essential role in meeting these training needs.

b. Target Population. Military personnel and civilian employees are identified by activity in the Environmental Training Needs Analysis maintained by the CETEP Coordinator. The analysis focuses on specific billets (e.g., asbestos manager, pesticide coordinator, underground storage tank manager, hazardous waste coordinators, and emergency response team) and on practices (handling hazardous material/waste, asbestos worker, hazardous material transportation, and refrigerant recycling) with explicit training needs.

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Chapter 4

INSTRUCTIONAL QUALITY ASSURANCE

1. The review and approval of Environmental Course Instructions is conducted prior to being held.

2. Environmental Courses. All environmental courses presented to installation personnel requiring environmental training are:

a. Inter-Service Environmental Education Review Board (ISEERB)-Approved Training Courses per MCO P5090.2A.

b. Headquarters Marine Corps (HQMC)-sponsored training courses.

c. MCAS Miramar Environmental Management Department (EMD)-provided Training Courses, and job enhancement training courses for EMD personnel.

3. Pre-approved Training Courses. Prior review and approval of ISEERB pre-approved training courses and HQMC-sponsored courses are not a requirement of the station.

4. EMD Courses. Courses provided by EMD staff are specifically designed and pertinent for MCAS Miramar operations. The course briefs are composed, presented and/or reviewed by subject expert program managers for:

a. Course content/learning objectives.

b. Time allocation.

c. Instructional sequence of events.

d. Student evaluation procedures.

e. Applicability to targeted audience.

5. Internal Evaluation Procedures After Instruction
Has Been Presented Students / Instructors Course Evaluations.
Students and instructors will be provided with a course

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evaluation form for their comments. The CETEP Coordinator will use this information to review, evaluate, improve course content and make recommendations to CMC (LF) on courses provided by CMC (LF). See Figure 4-1 "Training Course Evaluation" form.

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Figure 4-1

Training Course Evaluation Form

Course Title: _____ Dates: _____

Job Description/Unit Command: _____

Name (Optional): _____

Please provide your comments to the following:

1. Comments on the course content and materials.

2. Comments on the course location.

3. Comments on the course format.

4. Comments on the length or duration of the course.

5. Comments on the course instructor(s).

6. How well did this course meet your needs?

7. How useful will this course be to you in your mission?

Additional Comments:

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Chapter 5

RECORDKEEPING SYSTEM

1. General. The significant environmental trainings covered in this CETEP Plan have specified requirements for retaining training and/or certification records. EMD provides units with pre-tabbed binders, Environmental Records Volumes I, II, and III, to facilitate and standardize record retention. Training records and certificates are maintained in Environmental Records Volume II as tabbed.

2. Environmental Training Records

a. Environmental training rosters and certificates shall be maintained in the Environmental Records Volume II binder as provided by the EMD. The Environmental Records Volume II has tabs for maintaining the HWC billet description, HWC training certificates; Hazardous Waste Handler billet description and training rosters; and the unit's New-Joins Check-in roster. These records include the following:

- (1) The dates of the training sessions.
- (2) The contents, agenda, or a summary of the training sessions.
- (3) The course instructor name and DoD sponsor.
- (4) The names and rank of all persons attending the training sessions.

b. Unit/Command Hazardous Waste Coordinators shall maintain training records for their own unit/command personnel. Training records shall be maintained for three years from the date on which the training occurred. The Environmental Compliance Audit Program shall ensure that complete and accurate records are maintained for environmental training. Training records shall be maintained in the units' Environmental Binder Volume II for at least three years.

c. Written Job Descriptions. Recordkeeping systems shall include a written job description for each position as required by law or regulation. This description must include:

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(1) Specifics for the requisite skill, education or other qualifications, and duties of each employee.

(2) A written description of the type and amount of both introductory and continuing training that will be provided for each employee.

(3) Documentation of the training provided and completed by each employee or previous job experience performed in place of training that meets or exceeds training requirements.

d. Recordkeeping Requirements. The following recordkeeping requirements are outlined in the Code of Federal Regulations (CFR) and the Marine Corps Order (MCO):

Table 5-1

Recordkeeping Requirements

Title	MCO/CFR	Recordkeeping Requirements
Quality Standards for Marine Corps Environmental Training Materials, Courses and Providers	MCO P5090.2 Section 5206	The provider maintains/provides appropriate training records, documentation and graduate certificates.
Hazardous Waste Operations and Emergency Response (HAZWOPER) at Treatment Storage and Disposal Facility	29 CFR 1910.120 (p)(8)(iii)(C)	The employer shall certify that each covered employee has attended and successfully completed the training or shall certify the employee's competency at least yearly. The method used to demonstrate competency for certification of training shall be recorded and maintained by the employer.
Asbestos Training	29 CFR 1910.1001(m)(4)	The employer shall maintain all employee-training records for one year beyond the last date of employment of that employee.

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Title	MCO/CFR	Recordkeeping Requirements
Blood-borne Pathogens	29 CFR 1910.1030(h)(2)	<p>Training records shall include the following information:</p> <p>Dates of the training sessions.</p> <p>Contents or a summary of the training sessions.</p> <p>Names and qualifications of persons conducting the training.</p> <p>Names and job titles of all persons attending the training sessions.</p> <p>Training records shall be maintained for three years from the date on which the training occurred.</p>
Clean Air Act Training - Personnel Who Service Motor Vehicle Air Conditioners	40 CFR 82.42(b)	<p>1. Any person who owns approved refrigerant recycling equipment must retain records demonstrating that all persons authorized to operate the equipment are currently certified under 40 CFR 82.40.</p> <p>2. All records required to be maintained according to this section must be kept for a minimum of three years unless otherwise indicated. Entities which service motor vehicle air conditioners must keep these records on-site.</p> <p>3. All entities which service motor vehicle air conditioners, must allow an authorized representative of the Administrator entry onto their premises (upon presentation of his or her credentials) and give the authorized representative access to all records required to be maintained according to this section.</p>

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Title	MCO/CFR	Recordkeeping Requirements
		<p>4. Any person repairing or servicing motor vehicle air conditioners, shall certify to the administrator that such person has acquired, and is properly using, approved equipment and that each individual authorized to use the equipment is properly trained and certified. Certification shall take the form of a statement signed by the owner of the equipment or another responsible officer setting forth: name and address of purchaser of the equipment; address of the establishment where the equipment will be located; manufacturer name and equipment model number, and the equipment serial number.</p>
Clean Air Act Training - Recycling and Emissions Reductions	40 CFR 82.166 (1) (m)	<p>1. Certified technicians must keep a copy of their certificate at their place of business.</p> <p>2. All records are required to be maintained according to this section and must be kept for a minimum of three years unless otherwise indicated. Entities that dispose of appliances must keep these records on-site.</p>
Oil Pollution Prevention: Spill Prevention, Control and Countermeasure (SPCC)	40 CFR 112.21 (a)	The owner or operator of a facility with a response plan shall describe their training program plan.

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Title	MCO/CFR	Recordkeeping Requirements
Asbestos Training - Worker, Contractor/Supervi sor, Inspector, Management Planner, Project Designer, Project Monitor,	40 CFR 763.99 Subpart E, Appendix C (I) (F)	<p>1. A training provider must retain copies of all instructional material used in the delivery of the classroom training, i.e. manuals, instructor notebooks, and handouts.</p> <p>2. A training provider must retain copies of all instructors' resumes and the documents approving each instructor issued by the EPA or state.</p> <p>3. A training provider must document each person who receives an accreditation certificate for a training course receiving a passing score on the exam. Records must clearly identify the date taken, training proctor, copy of exam, the name and score of the student who took the exam.</p> <p>4. The training providers or states, issuing the accreditation certificate, shall maintain records that document the names of all persons who have been awarded certificates, their certificate numbers, the disciplines for which accreditation was conferred, training and expiration dates and training location. Records must be maintained in a manner that will allow for phone verification of required information.</p> <p>5. Records retention and access. The training provider shall maintain all required</p>

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Title	MCO/CFR	Recordkeeping Requirements
		<p>records for a minimum of three years.</p> <p>The training provider must allow reasonable access to all of the records required by the MAP, and to any other records which may be required by states for the approval of asbestos training providers or the accreditation of asbestos training courses, to both EPA and to state agencies, on request.</p> <p>If a training provider ceases to conduct training, the training provider shall notify the approving government body (EPA or the State) and give it the opportunity to take possession of that provider's asbestos training records.</p>
Transportation of Hazardous Material	49 CFR 172.704 (d)	<p>1. A record of current training, including the preceding three years, shall be created and retained by each hazmat employer for as long as that employee is a hazmat employee and for 90 days thereafter. The record shall include: the hazmat employee's name; the most recent training completion date of the hazmat employee's training; a description, copy or the location of the training materials used to meet these requirements; the name and address of the person providing the training; and certification that the hazmat employee has been trained and tested in accordance with these requirements.</p>

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Title	MCO/CFR	Recordkeeping Requirements
Transportation of Hazardous Material - Driver Training	49 CFR 172.704 (c) (2) per 49 CFR 177.816(d)	1. A record of current training, including the preceding three years, shall be created and retained by each hazmat employer for as long as that employee is employed, and 90 days thereafter. The record shall include: the hazmat employee's name; the most recent training completion date of the hazmat employee's training; a description, copy or the location of the training materials used to meet these requirements; the name and address of the person providing the training; and certification that the hazmat employee has been trained and tested in accordance with these requirements.

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3. Certifications. Federal, state, and local regulations require those personnel requiring certification to keep a copy of their certification at their place of business. Examples include asbestos training certification, pesticide applicator certification, and refrigerant technician. Certificate copies shall be maintained by the assigned program manager's records and made available during internal environmental compliance audits and internal/external environmental compliance evaluations (ECE).

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Chapter 6

TRAINING EFFICIENCIES

1. Incorporation of Centrally Provided Courses and Materials.
The HQMC (LFL-6) CETEP Manager has developed an environmental training resource list identifying location, points of contact, and availability of centrally provided courses and materials. Installation CETEP Coordinator will utilize these resources as needed.

a. Use of resources obtained through the ISEERB and other military services & government agencies

(1) CETEP Coordinator will advertise ISEERB approved training courses as they occur as well as courses identifying appropriate environmental training offered by other military services & government agencies to all MCBH units/commands.

(2) Requirements for new courses will result in research of available course offerings through ISEERB and other military services & government agency courses prior to use of non-government resources to fulfill course requirement.

b. Use of Instructional Delivery Technologies

(1) The CETEP Coordinator will identify multi-media instructional resources available to personnel.

(2) The CETEP Coordinator will maintain a centralized library of videotapes, computer based courses, ESOP's on the EMS website, etc. for use by MCAS Miramar units/commands.

(3) When obtaining training from Non-USMC providers, the CETEP Coordinator will give priority to those courses that provide/use advanced instructional technologies.

c. Avoiding unneeded redundancy of effort. CETEP Coordinator serves as central environmental training point of contact for MCAS Miramar to ensure base personnel share the same training resources.

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d. Cooperative efforts across functional organizations and commands within the boundaries of MCAS Miramar. The CETEP Coordinator will provide and receive information from units/commands on environmental training courses available to all base personnel.

e. Other such efficiencies

(1) Subject Matter Experts: Full utilization of subject matter experts is pursued as a method to reduce cost associated with the use of Non-USMC vendors. A full range of expertise is readily available through the Base Environmental Compliance & Protection Department, Base Safety Office, Base Federal Fire Department, Naval Medical/Dental Clinic, etc.

(2) MOS 8056/8831: Unit/Command Environmental Training Coordinators will develop a listing of environmental subject matter experts within their command to include MOS 8056 and MOS 8831. Training Coordinators will utilize these subject matter experts when possible to provide job-specific training within their unit.

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Chapter 7

Implementation Orders

1. General. The CETEP Plan is the training arm of the MCAS Miramar Environmental Management System (EMS). Once this plan is approved and signed by MCAS Miramar's CO, it will be the first order to ensure the implementation of MCAS Miramar's CETEP Plan. The CO will review, approve, and sign MCAS Miramar's CETEP Plan. Other Orders, Directives, and Plans established for compliance also reference training requirements for the applicable environmental program to include: the Hazardous Waste Management Plan, Environmental Compliance and Protection Standard Operating Procedure, Air Quality Management Plan, Storm Water Management Plan, and Hazardous Material Business Plans.